

# FINAL

**MONTANA STATE LIBRARY (MSL) COMMISSION MEETING  
9:00 A.M., JUNE 8, 2011  
HELENA, MONTANA**

## **ATTENDEES:**

**Commissioners: Chairman Don Allen, Bonnie Allen, Colet Bartow, Lee Phillips, Richard Quillin and Anita Scheetz. Commissioner Hinch was excused.**

**Staff: Ken Adams, Claudia Bickel, Christie Briggs, Tracy Cook, Melody Condron, Jo Flick, Sara Groves, Evan Hammer, Jim Kammerer, Stu Kirkpatrick, Amy Marchwick, Sarah McHugh, Diane Papineau, Kris Schmitz, Darlene Staffeldt, Jennie Stapp and Marlys Stark.**

**Visitors: Brett Allen, Honore Bray, Janeen Brookie, Judy Hart, Kate Lewis, Sonja Woods and Robin Trenbeath.**

**Chairman Allen called the meeting to order at 9:06 a.m.**

## **INTRODUCTIONS:**

**Melody Condron and Amy Marchwick with Montana Shared Catalog, Grant Austin with Natural Resource Information System and Claudia Bickel with Talking Book Library were all introduced as new employees. Sarah McHugh was introduced in her new position as Director of Statewide Library Resources. It was also announced that Dr. Neil Snow, the new director for Natural Heritage Program, will begin work July 1<sup>st</sup>.**

## **MINUTES:**

**Motion was made by Commissioner Quillin and seconded by Commissioner Scheetz to approve the April 6 minutes as presented and the motion passed.**

**Motion was made by Commissioner Quillin and seconded by Commissioner B. Allen to approve the May 23 minutes as presented and the motion passed.**

## **STATE LIBRARIAN'S REPORT:**

**Along with the presented written reports, Staffeldt gave a final Legislative update on all the bills that might have had an effect on the library community or the state library itself. HB2, the main budget bill passed with the 5% reduction and other cuts and changes as previously discussed. HB4, the budget bill for grants,**

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passed. HB120, the bill which required commission information be published on all publications also passed. The state pay plan bill, HB13 did not pass and that could have a major effect on the state library as that is the bill that includes the contingency plan which we could use if we didn't make all vacancy savings or had retirements to pay for.

Sara Groves reported that the Washington Foundation has given a \$10,000 grant to purchase high quality toys to implement play and learn centers across the state in order to help parents learn to engage kids. The Bozeman Friends Foundation received a grant to experiment to find which toys were best and the top ones of those will be used for the toys. First Interstate Bank has given a \$35,000 grant to pay for 35 librarians to learn early literacy programs in their library and will pay for more trunks also.

Jennie Stapp reported that the GeoMap program is developing a project plan to meet the grant requirements. MSL will be hosting the last face to face meeting of the group in two weeks. Sections of the plan include administration, outreach, data transfer and preservation, and storage and access. States involved are North Carolina, Kentucky, Utah and Montana.

## FEDERATION PLANS OF SERVICE:

Broad Valleys coordinator Judy Hart, Golden Plains coordinator Janeen Brookie, Pathfinder coordinator Brett Allen, Sagebrush coordinator Sonja Woods, South Central coordinator Kay Lewis and Tamarack coordinator Honore Bray each gave a brief summary of their reports and were available for questions from the Commissioners.

## NETWORK ADVISORY COUNCIL (NAC) REPORT:

The FY11 Library Services and Technology Act (LSTA) grant was received so the commission can now vote on the budget recommendations. They are mostly the same as presented earlier with one change being that the digital archive cost was not included before but since it is required for the Montana Memory Project it is now a part of the OCLC group services.

There are two possibilities for spending the remaining FY10 funds. The first would be to continue the courier pilot for three months. The recommended direction would be to cover some of the OCLC shared group services, specifically the shared WorldCat seats and the unlimited group catalog.

Montana Shared Catalog (MSC) needs to begin the procurement process for a new or revised integrated library system (ILS) since the allowed ten years with the current vendor will be up soon. MSC staff presented a tentative timeline to complete the process.

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## **STATE GIS TASK FORCE RECOMMENDATION:**

The merger of the Base Map Service Center (BMSC) with MSL has received formal endorsement from Budget Director David Ewer. After receiving approval from the commission, the next step will be to iron all the details out and develop a Memo of Understanding (MOU) with the State Information Technology Services Division (SITSD) in the Department of Administration (DOA) which will allow MSL to operate BMSC. Staff will work with Montana Land Information Advisory Council to develop the wording to change the statute during the next legislative session. After that is accomplished, Administrative Rules of Montana (ARM) changes will need to be made. It will be several years before all the administrative adjustments are complete. This will be an ongoing process to streamline and increase efficiency of the GIS data process which might result in position changes or additions. Darlene Staffeldt, Kris Schmitz and Jennie Stapp will definitely see a work increase. The Task Force still has some items to work on but this particular recommendation is final. The results should result in simpler and more direct access to data for MSL and librarians and less duplications.

## **TRUST EXPENDITURES:**

Christie Briggs presented a concept paper of the Outreach Program that the commission had previously discussed. The next step is to begin the Request for Proposal (RFP) process. The goal is to have the RFP go out in August. This program is needed to educate and outreach potential patrons. It will have a lot of support from the National Library Services (NLS) resources. The program is planned to last for five years with 18 months of that set aside for planning, development and implementation for outreach. The goal is to make the program sustainable by staff after the time is up. Other possible benefits of the program could be more awareness of the Trust which leads to more donations and the development of volunteer groups that can support all library services. Looking ahead an advisory council for specific TBL patron needs might be beneficial. The Broadband Technology Opportunities Program (BTOP) is currently putting low vision software and computer in some of their grant libraries and outreach could also be used to inform regarding that.

The Trust received two small donations for the Montana Memory Project recently. Rather than trying to build that amount, Jennie Stapp has requested that the money be expended now buy purchasing two external hard drives to travel with the scanner set.

## **POLICIES FOR CONSIDERATION:**

Due to an increased amount of requests for usage of the traveling laptop labs by other state agencies and outside entities, a policy needs to be in place to reservations, usage and so on. There are some edits to the draft as presented. It is to work for library programming, not necessarily programming in the library

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and the final decision if a conflict arises over scheduling lies with the State Librarian or designee.

Montana Talking Book Library (MTBL) along with NLS now provides a Braille and Audio Reading Download (BARD) website that provides download of thousands of titles. MTBL can provide BARD to institutions meeting specific eligibility requirements but NLS requires that MTBL have a policy in place to outline that criteria. One correction to the draft is that public library access is currently allowed. Patrons can call in for help and BARD training will be part of the outreach process.

## **CONTINUING EDUCATION NEEDS ASSESSMENT:**

Trainer Jo Flick presented the commission with a list of continuing education needs that she had collected with input from MSL staff, attendance at two federation meetings, WIRED postings and other forms. She is ready to begin prioritizing the list and would appreciate input on the importance of each item, along with any items that might have been overlooked. Final prioritization will be based on the importance of the item, available resources, opportunity for training and possible duplication elsewhere. The continuing education credit needs of librarians will also need to be considered. The list will be constantly evolving as needs change.

## **COMMISSION GOALS AND OBJECTIVES:**

Commissioner Quillin attended National Library Legislative Day in Washington, D.C. with State Librarian Staffeldt. He felt the congressional visits went very well with the congressmen or their delegates being engaged in the discussion. He also mentioned some of the items he found interesting at the NLLD meetings themselves.

It was suggested that a link to the MTBL catalog should be on the main page of the library website.

## **PUBLIC COMMENT:**

Stu Kirkpatrick commented on the GIS task force recommendations by assuring the commission that BMSC is in support of the move. The baseline needs to be kept but there are benefits beyond the efficiencies from a financial perspective.

Honore Bray expressed appreciation for the amount of effort the MSL staff and commission gave to the legislative session.

Lee Phillips is concerned about the courier project and feels it should be a major priority to figure out a way to keep it moving forward.

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## **ACTION ITEMS:**

### **1. Federation Plans of Service**

Motion was made by Commissioner Phillips and seconded by Commissioner Quillin to accept the Federation Plans of Services as presented and the motion passed.

### **2. LSTA FY10 Remaining Budget**

Motion was made by Commissioner Quillin and seconded by Commissioner B. Allen to accept the recommendations for expenditures of the LSTA FY10 remaining budget and the motion passed.

### **3. LSTA FY11 Budget**

Motion was made by Commissioner Quillin and seconded by Commissioner Bartow to pass the LSTA FY11 budget as provided and the motion passed.

### **4. MT GIS Task Force Recommendations**

Motion was made by Commissioner Quillin and seconded by Commissioner Phillips to accept the MT GIS Task Force recommendations and the motion passed.

### **5. Outreach Project From the Trust**

Motion was made by Commissioner Scheetz and seconded by Commissioner B. Allen to approve the Outreach Project expenditure from the Trust and the motion passed.

### **6. Montana Memory Project Purchase From the Trust**

Motion was made by Commissioner Phillips and seconded by Commissioner Bartow to approve the purchase of two external hard drives for the scanner sets and the motion passed.

## **OTHER BUSINESS AND ANNOUNCEMENTS:**

State Librarian Staffeldt informed the commission that she is currently in negotiation and tentatively planning for a fall retirement.

## **ADJOURNMENT:**

The chairman adjourned the meeting at 1:08 p.m.